

Legacy Elementary School Godley ISD

2026-2027 Student Handbook Section IV



Welcome to Legacy Elementary School.
We are so glad you are a part of our school family. We look forward to
working with you to help all students grow academically,
as well as personally.
Throughout the school year, information will be sent home to keep you in
the loop, so keep an eye out.
We are excited about the journey ahead.

Legacy Elementary School, Godley ISD

Section IV: LEGACY ELEMENTARY SCHOOL

GODLEY INDEPENDENT SCHOOL DISTRICT
313 N Pearson | GODLEY, TX 76044
PHONE: 817-592-4300 | FAX: 817-866-3351

RICH DEAR - SUPERINTENDENT
JASON KARNES - ASSISTANT SUPERINTENDENT
TOM FRAZIER - PRINCIPAL
VICKI RHOADES- ASSISTANT PRINCIPAL

School Hours

7:00 am	Doors Open
7:00 am - 7:45 am	Breakfast Served
7:35 am	Pledges / Announcements
7:45 am	Class Begins / Tardy Bell
3:35 pm	Dismissal
7:30 am - 4:00 pm	Front Office Hours

Please note the following:

- Students arriving after 7:45 AM must be accompanied into the building by an adult
 - The adult will need to sign them in at the office
 - Please use Door #1, located at the front of the building near the main office.
 - Please do not drop-off/drive-off after 7:45 am.
- Students should be picked up no later than 4:05 pm. The YMCA offers after school care on campus if needed.

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Front Office Staff

Principal	Thomas Frazier
Assistant Principal	Vicki Rhoades
PEIMS/Principal's Secretary	Stormi Bailey
Front Desk Receptionist	Alisha Bailey
Counselor	Stephanie Moss
Counselor's Assistant	Candace Boland
Diagnostician	Heather Kennedy
Nurse	Amanda Ponce
Instructional Facilitator	Jana Plemons
Speech Teacher	Alecia Hayes
TAP	Hannah Moore

Arrival & Dismissal Procedures for Students

Morning arrival:

- Breakfast is served from 7:00-7:45. Please arrive by 7:30 to ensure your student has time to eat
- **Car Riders:** Drop off will be in the back of the building at door #11.
- Door #11 will close promptly at 7:45
- **Buses** drop off in front of the building and need access to the lanes in front of the building, therefore **no** cars should drop off in front of the building in the mornings
- **Students arriving after 7:45 AM must be accompanied into the building by an adult**
 - The adult will need to sign them in at the office
 - Please use Door #1, located at the front of the building near the main office.

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Morning Assembly at 7:35am

- We will begin our school day at 7:35am in the cafeteria for our school wide morning assembly.
- During the morning assembly, we will perform pledges, have a moment of silence, make announcements, celebrate birthdays, discuss the ROARS, and the focus of the week and have other special recognitions.

Tardy/ Early Release Policy

Please help your scholar get off to a good start by arriving on time and allowing them a full day of instruction. Tardies are issued immediately following the 7:45am tardy bell.

- The school doors open for students at 7:00am.
- All students at Legacy Elementary will be counted tardy after 7:45am.
- Legacy Elementary will follow the District's Tardy/Early Release Policy (**See Section III of the student handbook**)

Afternoon Dismissal

- Buses will pick-up students in the front of the building (by Door #4)
- All other students will dismiss through the parent pickup line in the back of the building at door #11 or walk-up at door #4. If you are walk-up, you must park in the parking lot. You may not park in the bus lane/fire lane.
- We will load cars using a laminated, color-coded NAME TAG provided by the school.
- **Changes will not be made to transportation after 2:55 pm.** Any changes need to be called in before 2:55 to ensure the delivery of the message. Students will not be allowed to access cell phones during the day, so please do not rely on texting your child.
- **Between 3:00 pm and 3:35 pm the office will not release students to parents,** nor will call students down and have them waiting in the office to be picked up. Students are transitioning and preparing for dismissal during this time and we cannot get them up to the office any faster than waiting for dismissal. **If your child has an appointment, please arrange to pick them up prior to 3:00pm.**

Late Pick Up

- **Students should be picked up from campus by 4:05 PM.**
 - In the event that this is not possible, families should make arrangements with YMCA by registering your child.
 - Prior registration for YMCA will help simplify this process.

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Attendance & Truancy

We take attendance very seriously at Legacy Elementary School. We do not want students at school if they are sick, however we need students at school every day possible to ensure that they have every opportunity for success.

Should your child be absent, tardy, or must leave early due to any type of doctor's visit, please send a copy of the doctor's note to the Attendance Clerk (Stormi Bailey) in the office.

Texas state law states that students must attend school at least 90% of the time to earn credit for the year. This means if your child misses 10% of school, or 17 days, they will need to begin making up time to promote to the next grade.

At Godley ISD we work to mitigate truancy issues our students may be experiencing. We follow Chapter 25 of the Texas Education Code regarding truancy. We will follow the District's Attendance & Truancy guidelines and will meet with parents to develop a Principal's Plan if students are not in attendance 90% of the school days. The 90% rule applies to **excused and unexcused absences**. (See **Section III for District Attendance & Truancy Guidelines.**)

Awards & Recognitions

- **Wildcat Kid:** Students will be selected from each class every nine weeks. The students selected have demonstrated Respect, Ownership, Attitude, Responsibility, and Safety (ROARS) throughout the 9 week grading period. The awards will be presented during scheduled lunch times and parents will be notified and invited to join.
- **ROARS Award:** Students are recognized for demonstrating their ROARS and showing Respect, Ownership, Attitude, Responsibility, and Safety. These awards will be presented weekly during morning announcements.
- **Perfect Attendance** (with no more than 2 tardies in the grading period; doctor's notes do not count.)
- Teachers will have additional awards at the end of the year.

Cell Phone Use

The use of a cell phone, or other electronic or bluetooth or communication device is **prohibited** unless permission is granted by a school employee. Legacy Elementary will follow the district's cell phone use policy (**See Section III for the District's Cell Phone Use Policy.**)

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Chromebooks

Parents are responsible for damaged, lost or stolen Chromebooks. **(See the District's Chromebook Policy in Section III).**

Classroom Transfers

The principal is authorized to transfer a student from one classroom to another. Many factors must be considered when deciding if a transfer can occur or not occur.

Discipline Procedures

Legacy Elementary strives to provide our students with the essential skills to succeed both emotionally and academically. Legacy will comply with the district's discipline procedures. **(See the District's Discipline Procedures in Section III).**

Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the district's dress code. **(See the District's Dress Code Policy in Section III).**

Grades and Grading Procedures

Legacy will adhere to the district's grading procedures. **(See the District's Grading Procedures in Section III).**

Lunch Visitors

Visitors to our campus for lunch should be prepared to present identification at the front desk. Please adhere to the guidelines below to give you a more personal setting with your child, and to help us stay in compliance.

- There will be a designated GUEST TABLE on the stage for you and your child to enjoy your lunch. **Other students will not be allowed to join at this table. You will be allowed to eat lunch with your student only.**
- Federal and State Guidelines prohibit sharing food with **other** students.
- When bringing your child food, please ensure you are here prior to the start of lunch.
- If the food is not here in time the child may be sent through the serving line.

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Student Lunch Schedules

Kindergarten	11:10am - 11:40am
First	11:10am - 11:40am
Second	11:45am - 12:15pm
Third	11:45am - 12:15pm
Fourth	12:30pm - 1:00pm
Fifth	12:30pm - 1:00pm

Parent Teacher Organization (PTO)

Legacy Elementary has an active PTO and is always looking for members and volunteers. We would love to have you join PTO. Please reach out to the Legacy PTO if you have any questions. The email address is lesgodleypto@gmail.com.

Transportation

Legacy Elementary students will adhere to the guidelines set forth by the transportation department. Discipline concerns will be addressed using the district discipline procedures. **(See the District's Transportation Procedures in Section III of the student handbook).**